



## **DORSET HOUSE SCHOOL**

### **Emergency Plan**

**This plan applies to the whole school including Boarding and Pre-Prep**

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Last Policy review: September 2024

Next review date: September 2025

Prepared by: Andrew Owens/Sarah O'Brien

Approved by: Governors' H&S Committee

## EMERGENCY PLAN FOR Dorset House School

### 1. Introduction

#### a. Objectives

To prepare Governors, academic and administrative staff to deal with situations that may turn into a major incident for the School.

The plan is reviewed annually by the SMT and a desktop exercise occurs at Inset at least once every five years. (Date of last exercise – January 2023)

#### b. Priorities

- To minimise or eliminate any danger or risks to pupils, staff, parents and visitors
- To ensure that the School acts in a lawful manner
- To facilitate effective recovery
- To take reasonable steps to minimise any adverse publicity and to ensure all external enquiries are handled consistently by nominated personnel

#### c. Incidents Covered – See Appendix A

Leak  
Flood  
Loss of Power  
Gas Leak  
Oil Leak  
Loss of Heating  
Fire  
Bomb or other threats  
Personal Accident  
Illness  
Epidemic  
Missing Child  
Intruder  
Incident on School Trip

#### d. Decision Making Responsibilities

- The Headmaster should activate the Plan. If the Headmaster is absent then the responsibility will fall to the Deputy Head and then to the Bursar. **One of these senior managers should be contactable at all times.**
- The chairman of the Board of Governors should be informed as soon as possible and should nominate a spokesperson for the Board.

## **e. Statutory Reporting Requirements**

In line with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and Health & Safety at Work (HSAW) and Child Protection and Safeguarding Policy.

## **f. Location of the Incident Management Team (IMT) Room.**

**i. On-site.** Within the Headmaster's and co-located offices.

**ii. Off-site.** At The Headmaster's House at the foot of the school drive.

## **2. Incident Management Team (IMT) Membership**

### **a. Incident Management Team**

Team Leader/Co-ordinator	-	HM/Deputy Head/Bursar
Spokespeople	-	Chair of Governors, HM, Deputy Head, Bursar
Media and Parent Liaison	-	HM's PA
Incident Secretary	-	Assistant Bursar/Admin Assistant

**Incident Secretary to maintain a record of communications made and actions and decisions taken by the IMT.**

## **3. Incident Management Team (IMT) Responsibilities**

### **Team Leader / Co-ordinator**

- Command and manage the IMT.
- Brief IMT on a regular basis.
- Inform and brief the Chair of Governors on the incident.

### **Spokesperson**

- Prepare initial holding statement and later press releases (in conjunction with emergency services).
- Provide primary contact with media.
- Arrange press conferences.

### **Media and Parent Liaison**

- Control Media Response Team.
- Provide basic facts on school.
- Monitor local radio broadcasts and press.
- Provide advice to staff and students on dealing with the media.
- Contact parents of any injured children by phone and arrange for appropriate updates to other parents.

## **4. Initial Actions in the Event of an Incident**

### **During Working Hours**

Unless the emergency is an obvious physical incident on the site of the school, the initial alert may well be in the form of a Press enquiry to the main School number.

### **Out of Working Hours**

Will usually be by means of a telephone call to any school number or to the HM's, Deputy Head's or Bursar's houses or mobiles.

### **Initial Information Requirements**

- Nature of the incident.
- Exact location and time of the incident.
- Number of casualties and details of injuries etc.
- Names and home numbers of those involved.
- Emergency services involved.
- Actions taken so far.
- Location and telephone number of where the call is being made from.
- Any media response.
- Name of person who took the initial call, and time the initial information was received.

## **5. Incident Management Team (IMT) Meeting Agenda**

### **a. Situation**

- What happened, when, where, why (if known).
- Details of actions presently being taken, including other parties involved
- Numbers of, name, injuries, present location of all casualties, and details of those not accounted for.
- Total number of persons involved and total known to be safe and their present location. (Record all names of personnel involved, including witnesses and obtain contact numbers before sending them home.)
- Details of any visitors or contractors involved.
- Estimate of immediate effect on the school.
- Estimate of obvious weaknesses in the response.
- Details of additional support immediately required.
- Dedicated numbers for communications including fax, mobiles and e-mails.
- Deployment of additional resources to the scene with communication links.

### **b. Pupils, Parents, Staff and Visitors**

- Locate personnel records.
- Flow of approved information to all including relatives.
- Accounting for persons who are missing and injured, requesting police assistance to inform Next of Kin (NOK).

- Informing parents of persons who are safe and collection actions.
- Advice regarding enquiries from the media.
- Advice regarding giving evidence.

### c. Media Issues

Decision on the content of an immediate statement for release to public and media.

## 6. Relative Response Guidelines

- To give assurance to callers.
- To ensure that external callers are dealt with in a professional and caring manner.
- To control the release of factual and approved information. The school must speak with one voice and be seen to speak with one voice. (i.e. there must be consistency in the information released.)
- To gather information from relatives.
- To provide welfare assistance if required.

### General Guidelines in Replying to Phone call

- Be considerate and caring.
- Be calm and controlled.
- Be prepared to listen to concern and do not interrupt.
- Ensure that your tone of voice is comforting not patronising.
- Treat callers as individual important people.

Do not offer to call people back. Ask them to ring you in an hour, explain that you are very busy and that there are a number of relatives who will be waiting to call the team. **BUT, if you promise to ring back, keep your promise.**

- Avoid direct expressions of sympathy.
- Avoid attempts at reassurance (if you don't have confirmed information).
- Be patient and methodical.
- Reassure them that the school and the emergency services are doing all they can to respond to the emergency.
- If appropriate, request them to try to avoid any social media updates until the exact circumstances are known.
- **Keep a record of all calls, and what was said on the calls.**
- Ask them to stay on the number that they are on, or suggest that they move to a friend or relative's house for support (if they do, ask them to call in and let you know the new telephone number).

## 7. Key Contact Telephone Numbers

### Staff Telephone Numbers

Name	Title	Land Line	Mobile
Matt Thomas*	Headmaster	01798 831456	07710 792100
Jason Marconi*	Housemaster, Director of Music	01798 831456	07818 085711
Laura Hutchings	Deputy Head		07870 788486
Andrew Owens	Bursar	01798 830124	07760 880275
Sarah O'Brien	HM's PA	01798 831618	07732 005632
Jenny Lloyd	Assistant Bursar	01798 839437	07962 304615
Sarah Posnett	Admin Assistant		07747 806143
Kirby White	Head of Estates		07749 831379
Greg Weaver	Director of Sport		07999 528120
Mary Lamb	Matron	01798 831714	07759 826981
Sarah Wake	Head of Pre-Prep		07776 181426

Other staff phone numbers are kept in the school office

### Telephone Extension Numbers

<b>Headmaster</b>	<b>203</b>	<b>Mobile: 07710 792100</b>
<b>School Office (HM's PA)</b>	<b>201</b>	<b>Mobile: 07732 005632</b>
<b>Bursar</b>	<b>204</b>	<b>Mobile: 07760 880275</b>
<b>Assistant Bursar</b>	<b>370</b>	
<b>Admin Assistant (Pre-Prep)</b>	<b>213 &amp; 214</b>	
<b>Surgery</b>	<b>202</b>	
<b>Wildbrooks (Senior Teaching Block)</b>	<b>373/206-208/ 230-234</b>	
<b>Art &amp; DT</b>	<b>236</b>	
<b>Champs (Pre-Prep)</b>	<b>209-211/ 238-240</b>	
<b>Music</b>	<b>242</b>	
<b>Learning Support</b>	<b>374</b>	
<b>Kitchen</b>	<b>215</b>	
<b>Duty 'Phone – after 5pm (Night Matron)</b>	<b>204/205</b>	

## 8. ACTIONS IN THE EVENT OF AN EMERGENCY ON A SCHOOL TRIP

### Guidance on Emergency Procedures

- Establish nature and extent of the emergency.
- Make sure that all other members of the party are accounted for and safe.
- If there are injuries, establish their extent and administer first aid (if you have been trained or feel capable - but be aware of consequences that might follow were you to give incorrect treatment).
- Establish names of the injured and call relevant emergency services.
- Advise other party staff of the incident and that emergency procedures are in operation.
- Ensure that an adult from the party accompanies casualties to hospital or if on your own you go with the injured pupil(s); the Emergency Services will look after the rest of the party until another member of staff arrives.
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for.
- Control access to telephones until contact is made with the Headmaster, Deputy Head or Bursar and until they have had time to contact those directly involved. Pass full details of the incident (name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far).
- Telephone numbers for future communication; identify alternate telephone numbers (in case telephone lines become jammed).
- The school will arrange to contact the parents of those involved. In serious incidents the parents of all party members should be informed.
- Media:
  - A designated person should act as the point of contact with the media to whom all involved should direct questions.
  - Under no circumstances should the name of any casualty be divulged to the media.
- The Party Leader should write down as soon as practicable all relevant details. A record should be made of any witnesses. Any associated equipment should be kept in its original condition.
- Legal liability should not be discussed or admitted.
- All accident forms should be completed and insurers and HSE or Local Authority inspectors should be contacted.
- Inform parents of any delays that will be necessitated.

**Appendix A**  
**DORSET HOUSE SCHOOL – Plans for Foreseeable Crises**

CAUSE	AFFECTED	LIKELIHOOD	IMPACT	NOTES/ACTION
LEAK	Boarding House Kitchen Showers	Low	Medium	Turn off water supply Call Southern Water 0330 303 0146 Saunders Specialised Services 01903 732842 Ady Bullock (plumber) 07974 687040
FLOOD	Rising river	Low	High	(River water has not reached the Manor since levees were built in the 1970s) If there was a flood or major leak, boarders would be sent home and boarding suspended prior to water reaching the boarding house and reinstated once repairs were effected.
LOSS OF LIGHTING DUE TO POWER CUT	Boarding House Kitchen Classrooms	Med	Low/Med	Emergency lighting in place and serviced in accordance with the Regulatory Reform (Fire Safety) Order (2005) Fixed electrical installation tested every five years and remedial work completed – ICE 023 9263 9190
OIL LEAK	Behind Barn Near Art Room Near Pre-Prep Staff Accommodation	Low	Low	All tanks have been replaced in the past ten years and are now bunded and fitted to standard
HEATING	Boarding House Kitchen Classrooms	Med	Med/High	Annual checks of Boilers, monthly check of fuel levels Saunders Specialised Services 01903 732842
FIRE	Boarding House Kitchen Classrooms	Low	Med/High	Inspection by WSCC Fire Authority and GB Fire Ltd. All servicing, maintenance testing and risk assessments carried out in accordance with the Regulatory Reform (Fire Safety) Order (2005). Business Interruption Insurance would allow the school to organise alternative accommodation Should the fire occur in a classroom block, boarding may be suspended to allow for lessons to take place in The Manor until repairs could be effected
BOMB or OTHER THREAT	Pupils, Staff, Parents and Visitors	Low	Med/High	IMT to call 999 and if advised, evacuate premises.
PERSONAL ACCIDENT	Pupils, Staff, Parents and Visitors	Med	Med/High	See First Aid and Administration of Medicine Policy Also see H&S for RIDDOR reportable accidents
ILLNESS	Pupils, Staff, Parents and Visitors	Med	Med/High	See First Aid and Administration of Medicine Policy
EPIDEMIC	Pupils, Staff, Parents and Visitors	Low	Very High	Government Advice
MISSING CHILD	Pupils	Low	Med/High	See Supervision of Pupils Policy (Missing Child Procedure)
INTRUDER	Pupils and Staff	Med	Med/High	Call 999 All external doors are kept locked Internal doors locked if advised by IMT (Lockdown) At night, back stairwell, main stairwell and back door to Manor are alarmed
INCIDENT ON SCHOOL TRIP	Those on trip	Low/Medium	Med/High	Co-ordinated response by IMT Leaders and HM aware of risks via risk assessments